



Job Description for Accounts Administrator

Job Title	Accounts Administrator
Department	Accounts
Reports to	Group Finance Director
Site Location	TBC Dungannon
Salary Range	

Company Overview

Taxi and Bus Conversion Ltd. (TBC), is a specialist conversion company based in Dungannon, Northern Ireland. TBC is a leading provider of adapted mobility, and public transport vehicle solutions in the UK. The core expertise lies in the design, engineering, and conversion of minibuses, wheelchair accessible vehicles (WAV), and specialist transport solutions for local authorities, community transport providers, and public clients.

Job Summary

As an Accounts Administrator in our company, you will play a crucial role in supporting the company accountant in ensuring the financial health of the company. You will be responsible for maintaining a high standard of accuracy in all financial records, processing transactions, assisting with month-end closing procedures, and providing exceptional support to both internal and external stakeholders.

Key Responsibilities

- **Purchase Ledger:**
 - Process purchase ledger postings in accordance with company policies and deadlines.
 - Ensure all purchase invoices are correctly approved, appropriately coded to the correct nominal account, and processed on time to maintain accurate records.
 - Complete monthly supplier statement reconciliations and investigate and resolve any discrepancies in missing invoice entries promptly.
 - Process monthly supplier payment runs and issue payments to suppliers while maintaining good relationships.

Sales Ledger:

- Process sales invoice for all Motability In Life house visits, both on the Company DMS and one link platform.
- Create and maintain vehicle stock book records for all new/used vehicles purchased by the company.
- Process vehicle sales invoices from orders received from the sales team with accuracy and efficiency.

- Ensure compliance with HMRC tax legislation for all vehicles sales invoices.
- Assist with periodic stocktakes and ensure all transactions are documented accurately.

Trade Support Service (TSS) Declarations

- Process Trader Support Service Declarations (TSS) on behalf of Donnelly Group, ensuring that documents are accurate and compliant with trade regulations.

Banking Responsibilities:

- Maintain both cash received and cheque journals accurately on a daily basis.
- Control business expense returns and petty cash claims in line with company policy to prevent discrepancies.
- Support in bank reconciliation processes monthly and investigate any anomalies as needed.

General Office Duties:

- Manage office filing systems for TBC account records, both electronic and paper-based, ensuring data integrity and security.
- Oversee and maintain an organised office environment conducive to productivity, including sorting and distributing incoming mail.
- Assist in administrative tasks related to financial reporting, data entry, and data management as required.

Other Duties:

- Assist the reception hunt group by handling incoming calls and directing inquiries to the relevant departments or personnel.
- Adhere to all health and safety regulations and ISO standards
- Adhere all company systems, processes, policies, and procedures diligently.
- Foster good employee relationships and contribute towards creating a harmonious work environment.
- Maintain cleanliness in the workspaces.
- Undertake any other related tasks as assigned by management.

Essential Criteria, Skills, and Competencies

Education and experience

- A minimum of 5 GCSEs (or equivalent) including Mathematics and English at grade C or above.
- Previous experience in a financial or accounting role, even in a placement capacity
- Familiarity with purchase and sales ledgers, financial reporting, and basic accounting principles including double-entry bookkeeping, financial reporting, and reconciliation processes.
- Experience with accounting software (e.g., Sage, QuickBooks, Microsoft Excel); familiarity with standard office software (such as Microsoft Word and Outlook).

Skills

Attention to detail

- Ability to check and verify financial documents for accuracy, ensuring compliance with accounting standards and company policies.

Technical Skills

- Proficient in Microsoft Excel for tasks such as financial analysis, data entry, and manipulation of spreadsheets.
- Familiarity with accounting software such as Sage, QuickBooks, or similar platforms is essential for processing invoices, managing ledgers, and generating reports.

Organisational Skills

- Strong ability to manage multiple tasks, maintain accurate records, and prioritize workload effectively to meet deadlines.

Communication Skills

- Excellent verbal and written communication skills for liaising with internal teams, suppliers, and customers to resolve queries and provide support.

Problem-Solving Skills

- Ability to identify discrepancies and investigate issues thoroughly, providing solutions and suggestions for process improvements.

Numeracy Skills

- Strong mathematical skills for financial calculations, reconciling accounts, and managing transaction records.

Customer Service Skills

- Skills to handle customer queries professionally, ensuring satisfaction and maintaining good relationships with clients.

Confidentiality and Integrity

- Understanding the importance of maintaining confidentiality and integrity when handling sensitive financial information.

Adaptability and Willingness to Learn

- Openness to learning new processes, systems, or regulations specific to the vehicle conversion industry.

Desirable Criteria

- Studying towards or have completed AAT Level 2 (Foundation Certificate in Accounting) and/or Level 3 (Advanced Diploma in Accounting)
- Previous experience in finance or accounting roles within the automotive or manufacturing environments
- An understanding of the vehicle conversion industry.
- Familiarity with regulations regarding vehicle conversions, including compliance with tax laws and vehicle taxation applicable in Northern Ireland.

This job description is not a comprehensive or exhaustive list of all duties, responsibilities, and skills required for the position. You will be expected to adapt to changing business needs, priorities, and objectives, and to perform additional tasks as required by their line manager and the company

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